



EMPLOYMENT OPPORTUNITY Communications Consultant 5

Salary: \$4429.00 – \$5813.00 monthly Range: 61

Recruitment # 1312-10**Opens: February 1, 2010****Closes: February 19, 2010**

Job Summary

The Washington Department of Fish and Wildlife is seeking an experienced Communications Consultant to join the Department's Public Affairs team. This is a full-time permanent position. Principal activities include:

- Assessing public awareness and understanding of WDFW policies and activities
- Advising department staff on effective communications and outreach strategies
- Developing and implementing communication plans for key issues and activities
- Producing news releases, recreation reports, website content, special publications and other written material
- Responding to news media inquiries and serving as a department spokesperson
- Conducting outreach activities, interacting with stakeholders and the general public

Washington's fish and wildlife hold tremendous interest and appeal for a wide variety of people – conservationists, fishers, hunters, wildlife viewers, news reporters, scientists, and the general public. This position is part of a public affairs team that fields a high volume of inquiries from the news media and communicates with a broad, statewide audience. Flexibility, excellent writing, speaking and project-management skills, and the ability to work as part of a team are essential in this job.

Working Conditions

This position is located in the Natural Resources Building in Olympia, Washington. Hours are typically 8 a.m. to 5 p.m. Monday through Friday, with additional hours occasionally required to complete assignments. This is a fast-paced office environment with significant news media interaction. Project deadlines and duties require the ability to sit and use a computer, including word processing software, for substantial amounts of time. Minimal travel (i.e. less than 5%) is required, and some of this travel may involve working outside in field conditions, including exposure to harsh conditions and walking on rough terrain.

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

Competencies and Qualifications

Well qualified applicants for this position will demonstrate competencies in the following areas:

- Understanding of public relations principles, including effective media relations and public-engagement methods.
- Ability to communicate complex information clearly and accurately, verbally and in writing, using Associated Press style. (Writing samples are required as part of the application process, and you will be given a writing- skills test if you are called for an interview.)
- Success in managing projects, including the ability to plan and execute communication programs for broad audiences, the ability to manage multiple tasks, and the ability to complete writing and other work under deadlines.
- Ability to work collaboratively as part of a team and with diverse partners and constituents.
- Proficiency in information-gathering and writing using a computer, standard office software, and the Internet. Familiarity with new media tools such as Twitter, YouTube and blogging.

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Required qualifications: To qualify, you must have three years of experience in a professional communications position, such as a public relations representative, public information officer or news reporter, including significant professional experience in producing news releases and/or news writing under deadline. Preferred applicants will also have:

- A Bachelor of Arts degree in communications, journalism, public relations or a related field
- Experience with a government agency or natural-resource organization, and some familiarity with fish and wildlife management issues
- Experience developing and implementing communications plans and serving as a spokesperson delivering complex information to broad audiences

How to Apply:

Submit a completed, signed state application and attach a detailed resume that shows how you meet the qualifications and competencies listed above. Also please submit 3 examples of professional writing.

Here are the ways you can submit your signed application.

1. Mail your application materials to:
Margaret Gordon, Recruitment Specialist
Human Resources Office, Department of Fish and Wildlife,
600 Capitol Way North, Olympia, WA 98501-1091
2. Fax (360) 902-2392 Attn: Margaret Gordon
3. Or deliver in person to our Human Resources Office in the Natural Resource Building,
5th Floor, 1111 Washington St. SE, Olympia, WA.
4. Or scan a signed copy and send by e-mail to: WDFWjobs@dfw.wa.gov

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.